

# **POLICE OFFICER**

The Mashpee Police Department is seeking qualified police academy trained applicants for the position of full time Police Officer. In-state full time police academy graduates or out of state police academy certifications will be accepted as long as they adhere to the current standards accepted by the Massachusetts Municipal Police Training Committee (proof must be presented at time of application). There will be no supplemental eligibility list created from this process. Candidates will be required to successfully complete a physical agility examination, oral board interview, appointing authority interview, comprehensive background investigation, medical examination, and psychological examination.

Minimum Requirements: U.S. Citizen, High School diploma, age twenty-one (21) upon appointment, valid Massachusetts driver's license upon appointment, no felony convictions and a person of unquestionable character and integrity that can hold a position of public trust. All candidates must successfully serve a minimum of a one (1) year probationary period.

Interested candidates should submit a fully completed original Employment Application (available on our website, [www.mashpeema.gov](http://www.mashpeema.gov)) and letter of intent to:

Mashpee Town Hall, Human Resources Department  
16 Great Neck Road North  
Mashpee, MA 02649

**Application Deadline: September 27, 2021 by 4:00pm.**

The Town of Mashpee is an EEO/AA Employer  
Applications from Women and Minorities are Encouraged

**Posted: September 17, 2021**

**POLICE OFFICER – JOB DESCRIPTION  
MASHPEE POLICE DEPARTMENT  
TOWN OF MASHPEE, MASSACHUSETTS**

**SUMMARY**

The purposes of this position are to provide professional policing services by performing patrol, investigation and special assignment services on behalf of the Town of Mashpee and its Police Department. These responsibilities are accomplished in accord with the regulations, policies, procedures, general and special orders, assignment requirements and other authorized or required departmental practices; by initiating and conducting proactive enforcement and crime prevention activities, responding to service requests and dispatches, working cooperatively with other law enforcement agencies and maintaining high professional standards and discipline. A police officer is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

**SUPERVISION**

*Supervision Scope:* Performs very responsible duties requiring independent judgment and initiative in conducting and coordinating his/her work with others during his/her tours of duty, and in the enforcement of state and federal laws, and town by-laws.

*Supervision Received:* Works under goals, objectives, policies, procedures, rules, regulations, programs, projects, orders, directives, activities, practices and courses of police conduct and as set forth by the general and special orders issued by the Police Chief and according to the applicable provisions of federal, Massachusetts, and Mashpee laws; works under the direction of a sergeant or other superior officer as assigned; The position is subject to review and evaluation according to the Town's personnel policies and practices.

*Supervision Given:* may serve as the officer in charge of an incident or crime scene until relieved by a superior officer; is expected to take initiative in providing continuity of policing services and sharing needed information with others with a need to know and with those to whom s/he reports.

**JOB ENVIRONMENT**

Work is performed primarily in vehicles, outdoor settings and occasionally in the police station; work is performed under all seasonal weather conditions; participates in policing activities, incidents and other emergencies; noise levels are usually moderate to quiet and potentially loud during emergencies and at incident locations; work may be physically and

mentally stressful; is subject to call back and additional assignments and/or tours of duty to respond Police Department requirements and emergencies.

Reviews the Department's log of activities and reports to be informed about significant incidents, activities, persons and events; operates a motor vehicle; operates computer devices, computer applications and standard office equipment such as telephones, copiers, and facsimile machines; is required to operate or use some or all of the following equipment: police cruiser, two way radio, cellular phone, department issue weapons, other protective and restraining devices.

Makes frequent contacts with the public, other police officers internal and external to the Department, other town departments and occasionally with the district attorney's office and defendants representatives; requires strong client service and communication skills; Contacts are in person, in writing, electronically and by telephone and require the discussion of complex policing and legal matters.

Has access to extensive confidential information such as criminal investigations and records, litigation and personal information about citizens.

#### **GENERAL DUTIES AND ESSENTIAL FUNCTIONS**

*[The general duties and essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.]*

1. A police officer assists the command staff achieve specific and general policing objectives by implementing strategies, tactics and operations as directed. S/he adheres to and implements the Department's standards, policies, procedures including the Police Chief's general and special orders. S/he is responsible for providing an effective timely professional policing response to all incidents in his/her assigned sector and during his/her tours of duty; assists and is assisted by other officers with performing policing services and activities as required. This includes patrol and limited investigation operations and matters such as coordinating with other officers and agencies, conducting selective enforcement activities and monitoring the results achieved. S/he consistently adheres to high professional performance standards and actively supports the Department's expectations.

For example, s/he regularly patrols an assigned sector, observes the general and specific conduct of individuals and groups to assure order maintenance and lawful conduct, makes inquiries into suspicious behavior and acts upon probable cause to meet the community's public safety needs and the Department's goals and objectives; observes

the condition or status of property so as to be aware of and respond to any security breaches.

A police officer remains attentive to the status of other officers and their potential need for assistance; confirms with his/her sergeant or other supervisor coordination and assistance requirements, and the service requirements placed upon and status of the Department. S/he understands the relative priorities assigned to service requirements, selective enforcement activities and assignments. S/he maintains appropriate communication with his/her supervisor and dispatcher(s) when on or available for duty; prepares police reports completely and accurately appropriate to the incident and circumstances; understands the directions, information and explanations given during roll call and clarifies implementation and response expectations; always provides a measured response appropriate to the conditions and/or departmental policies and procedures when responding to requests for assistance, dispatches, incidents or self-initiated policing services.

2. A police officer assigns priorities to his/her uncommitted time and initiates proactive policing activities and follow up contacts, inquiries, investigations and actions regarding incidents to resolve or further attempt to resolve pending matters. This includes determining incident/case status, the occurrence of actions by or requested of other agencies and/or services, the need for continuing policing assistance and continued adherence to court directives.
3. A police officer develops and maintains a strong working knowledge of the Department's current policies, procedures, rules, regulations, general and special orders and developments in the law that define and affect the proper conduct of police officers and operations. S/he acts consistent with and within the intent and spirit of the proscribed standards.
4. Receives and responds to complaints, requests for police assistance, incidents, emergencies and dispatches as required; responds to the scene of emergencies, incidents and disturbances as needed and according to departmental policy, rules and regulations or as directed by the sergeant or other superior officer in charge; assists in the control and containment of the crime scene and/or emergency field situations until relieved by the sergeant or other superior officer in charge.
5. Prepares incident and initial investigation reports as required by departmental policy, rules, regulations, procedures and accepted descriptive standards for incidents, involved individuals, contact information, allegations or complaints and related facts, and completion; brings significant, serious or unusual incidents to the attention of his/her supervisor; corrects inaccuracies, completion deficiencies, faulty spelling and punctuation; initiates follow up investigations and files reports on the more significant unresolved matters; S/he shall call to the attention of his/her officer in charge of any significant developments in pending matters.

6. Performs various administrative duties for superiors. For example, s/he may prepare drafts of general and special orders, training bulletins and other memoranda for superiors.
7. By special order performs specific assignments e.g., detective, primary property/evidence custodian, house officer, school-juvenile court liaison, school resource officer, special services supervisor and other assignments as may be developed and assigned. Assignment purposes, definitions, supervisory relationships, work environment, general duties and essential functions, qualifications and special requirements are set forth in each special order creating the assignment opportunity.
8. Performs similar or related work as required or as the situation dictates according to the Department's policies, procedures, rules, regulations and orders.

### **ERRORS AND OMISSIONS**

Inefficient or ineffective performance and operations, confusion and delay can result in direct financial and legal repercussions for the Town, the Department and individuals and/or ineffective and inconclusive work; Poor communications and public relations may adversely affect the Department's and other Town operations.

### **PHYSICAL AND MENTAL EFFORT**

While performing the duties of a police officer the employee frequently is required to sit, talk or hear; stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms; is occasionally required to climb, balance, stoop, kneel, crouch, and to smell; frequently lifts and/or moves up to 20 pounds and occasionally lifts and/or moves up over 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The work also has a high level of intellectual demand requiring the ability to communicate complex issues and situations clearly, effectively, and efficiently, especially during emergencies, policing related incidents, and in court.

### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

1. *Knowledge:* Strong knowledge of current approved policing methods and procedures; strong knowledge of the municipal and state laws, bylaws and regulations affecting policing; working knowledge of criminal prosecution proceedings, evidentiary rules, the application of criminal law, and of policing practices; S/he must develop and maintain a working knowledge of appropriate

responses and methods to adequately handle various policing incidents and situations.

2. *Skills:* Verbal and written skills necessary to communicate with staff, other town departments, citizens and to prepare quality written reports; must have personal organizational skills; skills in working cooperatively with other employees, agencies, and individuals to promote the best possible delivery of policing services to the community.
3. *Abilities:* Ability to personally and in cooperation with others carry out and provide appropriate feedback on departmental policies, procedures, practices, and standards approved by the Chief of Police; professional and consistent ability to implement general and special orders; ability to establish and maintain effective working relationships with other municipal operations, those working under his/her direction, the general public and other law enforcement officials and agencies; ability to analyze and interpret laws, by-laws, rules, regulations, standards, and procedures and apply them to specific situations and cases; ability to plan and carry out patrol and other policing operations; ability to represent one's self and the department in a professional and competent manner; an ability to establish and maintain professional authority, presence and control; ability to maintain good public and community relations.

#### **MINIMUM REQUIRED QUALIFICATIONS**

1. *Education, Training and Experience:* Applicants for this position must have earned a high school diploma from an accredited institution and be a police academy graduate; an associates degree in criminal justice or a related field is preferred; applicants for this position must have more than 2 years of good full time reputable work experience or possess any combination of education, training and experience that demonstrates the required knowledge, skills and abilities to perform the job; All applicants and incumbents must be persons of good financial and personal standing.
2. *Special Requirements:* Incumbents shall annually qualify in the use of handguns and other appropriate police equipment; S/he shall possess and maintain a Massachusetts Class D motor vehicle operator's license; S/he must be and remain a certified police officer and meet the requirements of the Massachusetts Municipal Police Training Council e.g., maintain C.P.R, first responder C.J.I.S. certifications, license to carry firearms, breath test operator, radar and LIDAR operator certifications.

S/he must have sufficient command of grammar, spelling and punctuation to prepare clearly expressed legible reports so that they accurately document and convey essential

information about incidents and other policing matters and can be introduced into a court of law representative of the Department's professional standards.

*[This job description does not constitute an employment agreement between the employer and the employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs and requirements of the job change.]*

Adopted: August 2005